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Pre-commissioning Process Check List

Appendix D

MIDN, OCs, MECEPs and Marine Option Students to commission to the URL (SWO), Marine Ground, or RL submit the following information to BUMED via Webwave (process can start within 18 months of commissioning):

TABLE 1	
CO's endorsement to commission the enrollee	
Original DODMERB physical Exam OR a DD2807 and DD2808, dated within 5 years of the commissioning date. Ensure that eye refraction is included, often done on a separate page and any remedial documentation that was submitted to DODMERB.	
Annual Certificates of Physical Condition forms NSTC 6220/8 for each year since time of DODMERB exam or DD 2808.	
Results of current HIV (within 2 years)	
Results of current PAP (within 2 years for females age 21 and older)	
Current dental exam (within 1 year of submission)	
Copy of any medical treatment records for any significant medical conditions that have occurred since determined PQ at enrollment	
Any previous BUMED waiver letters (if applicable)	
Obtain BUMED Pre-commissioning physical qualification letter and forward to OD2A for endorsement. (BUMED requests 60 days for processing and creating the letter)	
If your package has been submitted for over 60 days with no BUMED pre-commissioning physical qualification letter visible in Webwave, please contact the OD2A.	

MIDN, OCs, MECEPs, and Marine Option Students to commission into Aviation pipeline:

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TABLE 2	
Complete flight physical (within 2 years) performed by a flight surgeon. Flight surgeon will upload the physical into the AERO database which is a direct link to NAMI.	
Anthropometric data record uploaded into AERO database	
If your package has been submitted for over 90 days with no response from NAMI, please contact Mr. Brian Hashey at (850)452-4502.	

The Aeromedical Reference Waiver Guide (ARWG) can be found at <http://www.med.navy.mil/sites/navmedmpte/nomi/nami/arwg/Pages/Fo rms>

Please refer to OPMIS OFFICIALMAIL Message 138-10 ESTABLISHMENT OF NAVY AERO ACCOUNTS FOR NROTC UNITS for directions on obtaining an AERO account. You will have the ability to download/upload documents, view the aeromedical waiver status, and see the communication between the examining flight surgeon and NAMI through the AERO program.

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MIDN, OCs, MECEPs, and Marine Options Students to commission into nuclear pipeline: complete all of the steps in table 1. In addition, submit the below documents to Undersea and Radiation Medicine (M3/50M2).

TABLE 3	
BUMED pre-commissioning physical qualification letter. It is imperative URM receives all documentation of any special medical evaluation. This is of particular importance in terms of the nuclear field duty pipeline (psychiatric diagnoses and psychotropic medications cause the greatest concern).	
Complete physical by Undersea Medical Officer (within 2 years)	
Ionizing radiation medical exam	
If your package has been with URM for over 60 days with no correspondence, please notify OD2A	

Commissioning packages can be faxed or mailed to:

Bureau of Medicine and Surgery
 Undersea Medicine and Radiation Health (M3/5FP)
 2300 E Street NW
 Washington, DC 20372-5300
 Fax: 202-762-0931

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MIDN, OCs and Marine Option Students to commission into SPEC OPS: complete all of the steps in table 1. In addition, submit the below documents to Undersea and Radiation Medicine:

TABLE 4	
BUMED pre-commissioning physical qualification letter. It is imperative URM receives all documentation of any special medical evaluation related to any history of musculoskeletal injuries, surgeries, etc.	
Complete physical by Undersea Medical Officer (within 2 years)	
Diving Medical Exam performed by Undersea Medical Officer	
If your package has been with URM for over 60 days with no correspondence, please notify OD2A.	

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 2300 E Street NW
 Washington, DC 20372-5300
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POC for all NROTC Medical programs is CDR Stephanie Pridemore, Stephanie.pridemore@navy.mil, 850-452-9388.